



# Application Information Package

## Director Supportive Care

For more information, please contact our CEO, Ali Lai on 0450 517 017 or email:  
[alai@cancertas.org.au](mailto:alai@cancertas.org.au)

Thank you for your interest in the role of Director Supportive Care (0.9 FTE). This Information Package provides details about the role and how to apply. CCT uses a merit-based selection process which means it selects preferred candidates for positions based on their demonstration of the skills, abilities and attributes to meet the requirements of the position. This is demonstrated through application, interview and referee checks. Candidates are short-listed from the original pool of applicants.

The Selection Panel will interview the short-listed candidates and determine the preferred candidate after referee checks.

### Why work for Cancer Council Tasmania

CCT offers staff an inclusive, professional, positive work culture. As a leading not-for-profit, some of the benefits of working for CCT include:

- Generous salary packaging including meal entertainment card availability.
- Holiday leave loading @ 17.5%.
- 20% discount on all Cancer Council retail products.
- Professional development opportunities offered and encouraged.
- Employee Assistance Program (EAP) to provide employees with immediate confidential support to resolve workplace & personal issues.
- Dedicated parking.
- Work from home opportunities may be available.
- An inclusive, professional, positive work culture.

### How to Apply for the Position

- Applicants will need to **review the position description** for the role included within this Application Package.
- To be considered for the role, applicants will need to **send a copy of their resume and a statement (no more than 2 A4 pages) telling us why you are the best person for the role** to the nominated email address below.
- **Two or more professional referees are to be nominated in the application.** Please include their telephone number and/or email address and the relationship of each referee to yourself (e.g. supervisor). Please disclose any conflicts of interest you may have with a referee.
- Applications should include **the title of the role** in the subject field. Their application should be forwarded electronically to: [hr@cancertas.org.au](mailto:hr@cancertas.org.au)
- For further information regarding the role or CCT, please do not hesitate to contact Ali Lai, Chief Executive Officer on 0450 517 017 or [alai@cancertas.org.au](mailto:alai@cancertas.org.au)
- **Applications close 9am Monday 4<sup>th</sup> December 2023.**

### Further Information

**Police Checks:** Prior to any appointment, **applicants are required to have a Schedule 1 National Police Certificate** (no older than 3 months), and if required a current Working with Vulnerable People Registration (employment category). Requirements will be stipulated prior to appointment.

**Health Checks:** CCT does not insist on employees undergoing a pre-employment medical examination; however it is a condition of employment that in accepting this position you are able to perform the inherent requirements of the position.

# Cancer Council Tasmania

## Position Description

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<b>Position Title:</b>	Director Supportive Care
<b>Department:</b>	Supportive Care
<b>Location:</b>	Hobart
<b>Status:</b>	0.9 FTE
<b>Classification Level:</b>	SCHADS Award Level 8
<b>Reports to:</b>	Chief Executive Officer
<b>No. of Direct Reports:</b>	9
<b>Last Review Date:</b>	November 2023

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### *Key Purpose of the Role*

The Director Supportive Care is responsible for:

- Managing the state-wide supportive care team in the delivery of contemporary supportive care services and programs for people affected by cancer.
- Ensuring Cancer Council Tasmania's (CCT's) Cancer Support Centres and programs including outreach services operate in accordance with agreed clinical governance and provide an environment and/or service where clients are able to access relevant, impactful and evidence-based services and receive emotional support through their cancer experience.

### *Our Organisation*

CCT is a charity working to minimise the incidence and impact of cancer on all Tasmanians through advocacy, raising awareness of cancer prevention and offering support and information for anyone affected by the disease. CCT's vision is for a cancer free future. Our mission is to minimise the incidence and impact of cancer on all Tasmanians. The values underpinning our work are: *generosity, integrity, collaboration, courage and innovation*. To strive to achieve this:

- The Cancer Support team provides supportive care services to any Tasmanian impacted by cancer through a range of mediums, in various locations including two CCT Cancer Support Centres located in Sandy Bay and Launceston.
- The team consists of staff members located regionally in Sandy Bay, Launceston and Devonport.

### *Our Work Environment*

- CCT is a smoke-free work environment.
  - CCT is committed to providing a healthy, supported and safe work environment, free from harassment and discrimination.
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### *Role Responsibilities*

The primary responsibilities are:

- Actively contribute to CCT's strategic goals, in alignment with our mission. Lead CCT's initiatives in contemporary, evidence based supportive care services.

- Initiate and ensure the delivery of an appropriate range of contemporary supportive care services to people affected by cancer, including centre-based programs, outreach services, local support groups and web and phone-based services.
  - Develop and maintain a broad network of oncology service providers and stakeholders across clinical and community sectors to ensure effective collaboration in service development and delivery.
  - Ensure effective management of supportive care staff and financial resources including identifying opportunities for flexible and efficient staffing and service delivery models, including providing supportive care services in oncology clinical environments to improve access to patients and their families to CCT support services.
  - Provide leadership to CCT's supportive care staff members and volunteers in accordance with agreed objectives and outcomes as set by the Chief Executive Officer and CCT Management Team.
  - Ensure effective training and mentoring of volunteers working across the teams in consideration of the broad range of services and activities across the State, as required.
  - Ensure accurate data collection and reporting of service delivery reflects the services provided by CCT.
  - Represent Tasmania in national collaborative work on cancer support programs across all Cancer Councils.
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### *Selection Criteria*

The selection criteria outline the skills, experiences and behaviours that are necessary to successfully carry out the role.

1. Tertiary qualifications (post-graduate preferred) in relevant field, and/or substantial experience in health-related industry/sector Demonstrated understanding of cancer support concepts and issues would be advantageous.
  2. Demonstrated senior management experience, including knowledge and skills in influencing, negotiation and conflict resolution.
  3. Well developed leadership and people management skills including demonstrated capacity to integrate employees and volunteer staff into a cohesive team.
  4. Excellent communication skills including the ability to draft written reports, proposals and submissions for a range of audiences.
  5. Excellent interpersonal skills, and ability to represent CCT and build collaborative relationships with a range of stakeholders including but not limited to health service providers, business sponsors, supporters and the wider community.
  6. Strong conceptual and analytical skills, with experience in the development, delivery and review of contemporary supportive care programs.
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### *Additional Requirements*

1. A current drivers' license, and ability to commit to frequent intrastate and occasional interstate travel, as well as occasional attendance at out of hours functions, meetings and events
2. Current Working with Vulnerable People Registration and satisfactory National Police Check.